



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 2/14/12

SWCD Board Meeting Minutes for January 17, 2012

Present:

Directors: Jan Lee (Chair), Don Guttridge (Vice Chair), Jesse Nelson, Ron Oberg (Treasurer), Joan Zuber (Secretary), Mike Weinberg

Associate Directors: Roger Fantz, Lowell Hanna

Staff: Lisa Kilders, Marlene Lloyd, Eann Rains, Jenne Reische, Tom Salzer

Partners: Lee Ko (NRCS)

1 – CALL TO ORDER and AMEND/ACCEPT AGENDA/ PUBLIC COMMENT

Chair Lee called the meeting to order at 1:00 p.m. on Tuesday, January 17, 2012 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, Oregon.

Item 5A on the draft agenda has been deleted and item 7B is an action item.

2 – MINUTES AND OLD BUSINESS

- A. No amendments or changes were proposed. Directors Guttridge/Weinberg moved/seconded to accept the December 13, 2011 Board minutes as presented. Motion carried unanimously.
- B. No amendments or changes were proposed. Directors Guttridge/Oberg moved/seconded to accept the January 4, 2012 Executive Committee minutes as presented. Motion carried unanimously.

3 – MONTHLY FINANCIALS

- A. Staff Lloyd presented the Balance Sheet and Profit/Loss statement. The financial reports were accepted by consensus with no objections.
- B. Staff Lloyd presented the voucher list for approval. Directors Weinberg/Guttridge moved/seconded to approve the voucher list as presented. Motion carried unanimously.
- C. Manager Salzer reported on the conservation implementation fund. He noted that the commitments have leveled off due to winter weather, but spending on meeting our conservation commitments continues.

4 – NON-RECURRING FINANCIALS/FUNDING

- A. Manager Salzer presented the building reserve fund that was a line item in the approved budget for \$120,000. Now that the bulk of our tax funds have been received, we can move money into the building reserve fund. Directors Weinberg/Guttridge moved/seconded to approve a transfer of \$120,000 to the building reserve fund. Motion carried unanimously.

- B. Manager Salzer also asked the Board to approve funding the equipment reserve fund at \$40,000 as shown in the approved budget. The purpose of this fund is to save for replacement of large capital items without having to pull from any of the district programs. Directors Guttridge/Nelson moved/seconded to establish the equipment reserve fund with a \$40,000 transfer to the fund. Motion carried unanimously.
- C. Manager Salzer requested approval to pay membership for staff to the Oregon Conservation Employee Association Network (OCEAN). He also proposed that board members become non-voting members of this organization to help support OCEAN's training and education activities. OCEAN organizes CONNECT, the statewide district employee training event. Directors Oberg/Nelson moved/seconded to approve district pay for membership to OCEAN for all employees, board member and associate board members who wish to belong. Motion carried unanimously.
- D. After the December approval of the Farmers Market support grants, we learned that some farmers markets do not have Employer Identification Numbers. We do not disperse checks to organizations or individuals without EIN or Social Security numbers. Checks will not be dispersed until we receive their W-9 forms.

The District has learned that the one person who coordinates the Molalla Farmers Market has resigned. We understand that recruitment is underway for a new coordinator. Staff recommends that we hold the check for the Molalla Farmers Market until that position is filled and the Market is ready to proceed. Directors Guttridge/Nelson moved/seconded to hold the check for the Molalla Farmers Market until such time that the market has a manager in place. At that time the District's Executive Committee or Board of Directors may move to release the check. This must occur before the end of the fiscal year, June 30, 2012 or the money will no longer be available. Motion carried unanimously.
- E. Staff had requested clarification from the IRS on which employees required reissuance of W-2c forms for 2009. In the meantime Staff Lloyd contacted Wells Fargo for help amending the W-2 forms for 2009, but Wells Fargo declined as we were not their clients in 2009. Staff Lloyd will contact The Bookkeeping Collaborative for assistance in generating amended W-2C statements for calendar year 2009.

5 – PROJECTS AND PROGRAMS

- A. The scheduled presentation by ODA was cancelled due to weather.
- B. Manager Salzer updated the board on the National Pollutant Discharge Elimination System (NPDES) permit registration for pesticides that the District was required to obtain. Sam Leininger wrote our plan and is available to answer questions. The cost of the permit registration was \$903 for the first year. Renewal is estimated to be \$437/year.
- C. Staff Jenne Reische and Eann Rains announced that the OWEB grant funding for the Milk Creek project was awarded. There is still a funding gap of \$38,602 that is holding up the project. A request may be brought to the board in the future for the District to fill this funding gap. This project would leverage commitments already received from OWEB, DEQ, ODOT, and the landowners. Manager Salzer will proceed with committing up to \$10,000 during this fiscal year under his delegated authority, and we will build the remaining amount into the 2012-2013 budget.

A question about tax liability is also holding up the project until clarification is found. Manager Salzer will seek the services of a tax attorney to work with the District and the District's attorney to help us resolve this issue.
- D. The Prairie View project is moving forward slowly. A planners meeting will be held this Thursday to work on a plan to gain participation with the neighboring large landowners. We may request OSU Research

and Extension Center staff to assist us in convincing the other large landowners to participate or at least grant access to gather information that will help design conservation practices on the large nursery we are working with.

- E. Staff Kilders reported that letters were sent inviting landowners accept our assistance to plant and remove invasive species along Doane, Dolan and North Fork Deep Creeks in the Clackamas River Watershed. These letters were focused on landowners that were located in the "red" zone where riparian vegetation is largely absent. We partnered with the Clackamas River Basin Council in the mailing. Follow up communication is planned.

6 – PERSONNEL

- A. Manger Salzer reported there has been a lot of work done on the personnel manual, but there is still a lot of work to do. More to come.

7 – MANAGEMENT REPORT

- A. Manager Salzer has submitted the Five-Year staffing plan to Personnel Committee chair Director Guttridge. Guttridge will bring the plan to the board for comment after his review.
- B. The budget team will consist of Staff Lloyd, Rains and Manager Salzer. A budget officer needs to be appointed. Directors Guttridge/Oberg moved/seconded that Tom Salzer be named as the Budget Officer for the 2012-2013 budget. Motion carried unanimously.
- C. Manager Salzer proposed an end-of-month report to replace the staff weekly reports. The weekly reports are very time-consuming for all staff. Manager Salzer will send a brief weekly update on important issues and opportunities. The board felt that Manager Salzer was moving in the right direction.
- D. Chair Lee reported that Director Guttridge had brought back from a meeting at the Marion SWCD a handout of Board Expectations. The document was a collection of simple standards of conduct. Director Guttridge thought that even though things are moving along well at our District, it would be good to have our own document of conduct in place before we came upon a situation in which we would need to use them. The board also discussed developing visitor conduct rules. It was suggested that the rules of conduct be visible on the wall while ethics rules could be available in the front of the board notebooks. This was one task that was agreed to during the board retreat.
- E. Staff Kilders coordinated with the board to set the morning of Tuesday, February 28, 2012 as the board tour date. Arrangements will be made for transportation and lunch following the tour.
- F. Staff Kilders also took commitments from the board members and associate members on attendees for the Special Districts Association of Oregon annual conference at the Sunriver Resort. Reservation will be made by Staff Kilders. Attending will be Directors Guttridge, Zuber and Associate member Hanna. Manager Salzer will also be attending.

Staff Kilders also asked if any board members would be interested in attending the Soil Quality Network Seminars. No board members were able to attend.

8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

- A. Director reports:
 - 1) Director Weinberg announced that Clackamas River Basin Council has new office space on Glen Echo Ave in Gladstone.

- 2) Director Oberg reported that he attended the North Willamette Horticulture Society meeting and thought it was well organized and enjoyable. He assisted the staffing the SWCD booth at the event. He also reported that the new bathroom construction at the Clackamas County Event Center was ahead of schedule!
 - 3) Chair Lee reported that next week she, David Simmons from Polk SWCD and Jerry Nicolescu from OACD will be travelling to Las Vegas to attend the National Association of Conservation Districts meeting.
 - 4) Director Guttridge reminded the board that the NW Ag Show will be the next week at the Expo center. He also reported that an article in the Capitol Press reported that a number of USDA officers were closing. He said that our FSA office is under staffed with the retirement of Ralph Meyer, and there is pressure to close it, but it will remain open for the time being.
 - 5) Associate Director Fantz reported that he also attended the NW Hort Society Meeting on Organic day and found it very interesting.
 - 6) Associate Director Hanna reported that he had requested to be on the agenda next of the Clackamas River Basin Council board meeting on behalf of Vector control. He will be requesting assistance in identifying vector sites.
 - 7) Director Zuber stated that she may be interested in serving on the Forest Service Public Advisory committee and is considering filling out the application.
- B.** Lee Ko of the USDA Natural Resources Conservation Service reported that she is working with a landowner who runs a small 20 acre CSA in Estacada since the late 1990s. This landowner has built a small scale anaerobic digester in conjunction with Oregon Institute of Technology. This digester will generate energy to heat his vegetable beds so he can extend his production season. He is applying for a Conservation Innovation Grant through the USDA. This may present an opportunity to the District to participate.

ADJOURN and NEXT MEETING

- A.** No Executive Committee meeting is planned for February.
- B.** The February board meeting will be moved up to February 14, 2012. A brown bag discussion with Nathan Poage from Conservation Stewardship Partners will begin at 12:30 p.m. The board meeting will convene at 1:00 p.m.
- C.** There being no further business, Directors Oberg/Guttridge moved/seconded to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Lisa Kilders, Assistant Manager